

As a result of this Amendment 0001, the subject solicitation is hereby modified as follows:

1. This Amendment 1 hereby incorporates all questions and answers posted on the USPTO Web page for this solicitation.
2. On the Standard Form 33, under block 9, **delete** “2:00 P.M. Eastern Standard Time (EST), January 23, 2004” **and replace with** “2:00 P.M. Eastern Standard Time (EST), January 30, 2004”.
3. Under SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS, the SCHEDULE OF PRICES is hereby **deleted** and **replaced with** a revised SCHEDULE OF PRICES shown on Attachment “1” to this Amendment 0001.
4. Under SECTION F - DELIVERIES OR PERFORMANCE, **delete the following:**

“F.2 PERIOD OF PERFORMANCE

The period of performance of this contract is as follows:

CONTRACT PERIOD	PERIOD OF PERFORMANCE
Base Period	Effective date of contract through September 30, 2004
Option Period 1	October 1, 2004 through September 30, 2005
Option Period 2	October 1, 2005 through September 30, 2006
Option Period 3	October 1, 2006 through September 30, 2007
Option Period 4	October 1, 2007 through September 30, 2008”

and replace with the following:

“F.2 PERIOD OF PERFORMANCE

The period of performance of this contract is as follows:

DESCRIPTION	PERIOD OF PERFORMANCE
Item 0001AA (Transition Period)	March 15, 2004 through March 31, 2004
Item 0001AB (Start Date Of Contract Performance)	April 1, 2004 through September 30, 2004
Item 0002 (Option 1)	October 1, 2004 through September 30, 2005
Item 0003 (Option 2)	October 1, 2005 through September 30, 2006
Item 0004 (Option 3)	October 1, 2006 through September 30, 2007
Item 0005 (Option 4)	October 1, 2007 through September 30, 2008”

5. Under SECTION H - SPECIAL CONTRACT REQUIREMENTS, the following changes are hereby made:

A. Clause H.12 PREFERENCE FOR HIRING OF INCUMBENT PERSONNEL "RIGHT OF FIRST REFUSAL" is hereby **deleted**.

B. The following new clause H.12 is **hereby added**:

"H.12 GOVERNMENT IDENTIFICATION/SUITABILITY INVESTIGATION REQUIREMENTS FOR CONTRACTOR EMPLOYEES

Each contract employee working for over 180 days under this contract must undergo investigative processing. The investigation that will be conducted by the Office of Personnel Management (OPM) is a National Agency Check with Inquires (NACI). (NOTE: Low Risk contracts whose duration is less than 180 days do not ordinarily require processing. However, even though the contract is short in duration, based on any unusual circumstances that may exist, Special Agreement Checks (SACs) may be requested, at the discretion of the Contracting Officer's Technical Representative (COTR) and/or the USPTO Security Office.)

Investigative Processing -

The COTR, in conjunction with the contractor's Project Manager, is responsible for initiating and ensuring the accuracy and completeness of the investigative package for each contract employee.

Once the packages have been reviewed, packages will then be forwarded to the USPTO Security Office for further processing, e.g., fingerprinting, etc. Investigative paperwork must be submitted to the USPTO Security Office and forwarded to the OPM within 14 days after the Subject's performance on the contract.

Processing Requirements -

The investigative package must contain the following investigative forms: SF-85, Questionnaire for Non Sensitive Positions; FD 258, Fingerprint Chart; and the OF 306, Declaration for Federal Employment.

Non U.S. citizens to be employed under this contract must:

- a. Have official legal status in the United States; and
- b. Have continuously resided in the United States for the last 2 years

If the USPTO Security Office receives disqualifying information on a contract employee, the Contractor, upon notice, will immediately remove the employee from their duties under this contract. Contract employees may be barred from working on the premises of a facility for any of the following:

- a. Falsification of information entered on the investigative forms.
 - b. Conviction of a felony of a crime of violence or of a misdemeanor involving moral turpitude.
 - c. Improper conduct once performing on the contract, including criminal, infamous, immoral, or notoriously disgraceful conduct or other conduct prejudicial to the Government regardless of whether the conduct directly relates to the contract.
 - d. Any behavior judged to pose a potential threat to USPTO personnel or property.
- Failure to comply with these requirements may result in the cancellation of this contract.”

(End of Clause)

6. Under Section L.4 PROPOSAL REQUIREMENTS, the following changes are hereby made:

A. Under paragraph A. Technical Proposal, **delete the following:**

“The Technical Proposal shall not exceed a total of thirty (30) pages in length and shall address the following factors and subfactors as described below:”

and replace with the following:

“The Technical Proposal shall not exceed a total of thirty (30) pages in length. However, the following items will not count towards the page limitation:

- (1) Past Performance Reference Worksheets, Attachment “2” to the RFP
- (2) Past Performance Questionnaires, Attachment “3” to the RFP
- (3) Key Personnel Resume Worksheet, Attachment “4” to the RFP (This Worksheet must not exceed the space allotted on the Worksheet, i.e. page 1 of 3 and page 2 of 3, page 3 of 3 is instructions only.)
- (4) Quality Assurance Plan (This plan must be an attachment to the Technical Proposal and not exceed ten (10) pages in length)

The Technical Proposal shall address the following factors and subfactors as described below:”

B. Under Factor 4: TECHNICAL UNDERSTANDING AND APPROACH, under paragraph C Quality Assurance Plan, under subparagraph (1) **delete the following**

“Under the Acceptable level, offerors must propose a dollar amount to be deducted from their monthly invoice for performance below this level until this level is achieved. In addition, the successful offeror will receive an Outstanding Past Performance Rating at year end for meeting the Superior performance standards stated in the Quality Assurance Surveillance Plan (QASP) incorporated into the resulting contract.”

and replace with the following: “Offerors must propose a dollar amount to be deducted from their monthly invoice for performance below the Acceptable Level Performance Standard until this level is achieved. Offerors are required to propose positive incentives, not limited to monetary incentives (be creative) for exceeding the Good and Superior performance standards. The offeror’s Quality Assurance Plan will be evaluated under the technical understanding and approach evaluation factor, but will not be evaluated under the price factor. Monetary incentives may be the subject of a future contract modification.”

C. Under Factor 5: TEAMING WITH A JAVITS-WAGNER-ODAY (JWOD) ACT ELIGIBLE NON-PROFIT AGENCY, **delete the following sentence** “In addition, if the offeror teams with a JWOD Act eligible non-profit agency with experience working with the USPTO, then the offeror will achieve a higher rating for this factor.”

7. Under Section L.5 SUBMISSION REQUIREMENTS, delete the following:

“All proposal documents shall be submitted as outlined below:

- paper form (one original and three (3) copies) on white, untextured paper;
- one copy on a 3.5", high-density diskette or CD formatted for Microsoft Office 97 (or newer) and formatted for 8 1/2" by 11 " single-spaced print;
- page margins shall be one (1) inch on all sides;
- the type for all proposal documents (including charts and graphs) shall be black;
- the font shall be Times New Roman 12 pt; and,”

and replace with the following:

“All proposal documents shall be submitted as outlined below:

- paper form (one original and three (3) copies) on white, untextured paper;
- one copy on a 3.5", high-density diskette or CD formatted for Microsoft Office 97 (or newer) and formatted for 8 1/2" by 11 " single-spaced print;
- page margins shall be one (1) inch on all sides;
- the type for all proposal documents (excluding charts and graphs) shall be black;
- the font for all proposal documents (excluding charts and graphs) shall be Times New Roman 12 pt;
- The use of Foldouts, charts and graphs are permissible, should not be larger than 11" by 17" and would count as 1 page toward the page limitation. Charts and graphs can be color. If the charts and graphs submitted are color, than they must be in color for the one original and three copies of that respective volume.”

8. Under Section L.6 QUESTIONS AND RESPONSES, delete the following sentence “Any additional questions regarding the RFP are due by 2:00 p.m. E.S.T. January 12, 2004.” **and replace with the following sentence** “Any additional questions regarding the RFP are due by 8:00 p.m. E.S.T. January 16, 2004.”

9. Under the Statement of Objectives (SOO), Attachment"1" to the RFP, the following changes are hereby made:

A. On page 4, under CONSTRAINTS, **delete the following:**

"1. USPTO Budget: The USPTO estimates the following funding amounts by fiscal year, for the operation of its Mail Center:

Fiscal Year 2004: \$1,400,000
Fiscal Year 2005: \$1,470,000
Fiscal Year 2006: \$1,544,000
Fiscal Year 2007: \$1,625,000
Fiscal Year 2008: \$1,700,000"

and replace with the following:

"1. USPTO Budget: The USPTO estimates the following funding amounts by fiscal year (from October 1 through September 30), for the operation of its Mail Center:

Fiscal Year 2004: \$1,400,000*
Fiscal Year 2005: \$1,470,000
Fiscal Year 2006: \$1,544,000
Fiscal Year 2007: \$1,625,000
Fiscal Year 2008: \$1,700,000

*As a reminder, since the resulting contract from the RFP will not be awarded until well into Fiscal Year 2004, this budget amount for all of Fiscal Year 2004 will not equate to the dollar amount for the base period of the resulting contract."

B. On page 5, **delete the following :**

"APPENDICES

Appendix "A" - Government Furnished Equipment
Appendix "B" – Mail Center Mail Stops
Appendix "C" - Mail Center Estimated Workload
Appendix "D" – Carlyle Housing Plan
Appendix "E" – Crystal City/Carlyle Transition Plan"

and replace with the following:

“EXHIBITS

Exhibit “A” - Government Furnished Equipment

Exhibit “B” – Mail Center Mail Stops

Exhibit “C” - Mail Center Estimated Workload

Exhibit “D” – Carlyle Housing Plan

Exhibit “E” – Crystal City/Carlyle Transition Plan”

C. Exhibit “B” Mail Stops is hereby **deleted** and **replaced** with a revised Exhibit “B” to add the Mail Stops for the Crystal Mall 1 building. The revised Exhibit “B” is found as Attachment “2” to this Amendment.

10. Under the Past Performance Questionnaire, Attachment “3” to the RFP, **delete the following sentence** “Please complete the questionnaire and return it via fax to (703)-305-8294 within the next two weeks.” **and replace with the following sentence** “Please complete the questionnaire and return it via fax to (703)-305-8294 no later than the closing date of the RFP.”

Offerors must acknowledge receipt of this amendment prior to the closing date of the RFP by completing block 14 on each copy of the signed Standard Form 33 submitted with the offeror’s proposal. Failure to do so may result in rejection of the offeror’s proposal.

SCHEDULE OF PRICES

CLIN	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
0001AA*	Operation of USPTO'S Mail Center Facilities (Transition Period)	1	EA	\$	\$
0001AB	Operation of USPTO'S Mail Center Facilities (Start Date of Contract Performance)	1	EA	\$	\$
	OPTION 1				
0002	Operation of USPTO'S Mail Center Facilities	1	EA	\$	\$
	OPTION 2				
0003	Operation of USPTO'S Mail Center Facilities	1	EA	\$	\$
	OPTION 3				
0004	Operation of USPTO'S Mail Center Facilities	1	EA	\$	\$
	OPTION 4				
0005	Operation of USPTO'S Mail Center Facilities	1	EA	\$	\$
Total Price	(Items 0001 through 0005)				\$

* Offerors may propose zero dollars for item 0001AA

Exhibit "B"

Mail Stops

Crystal Plaza 1	
Office	Location
Office of Inspector General	Plaza 1- 6 th floor

Crystal Plaza 2	
Office	Location
Initial review bundles	Plaza 2-Next Door
Customer Service Window	Plaza 2-1A01
One-Stop Processing (Pickup Only)	Plaza 2-2C02
Group 330 (Tech 3700) (TC 4)	Plaza 2-5C24
Group 340 (Tech 3700) (TC 4)	Plaza 2-5C24
Art Units (3104, 3105)	Plaza 2-5C24
Applications (Internal)	Plaza 2-6th Fl
PCT/LEGAL	Plaza 2-7D01
OIPE	Plaza 2-7D19
PCT (All files except pink cases)	Plaza 2-5C24
PCT (Pink cases only)	Plaza 2-5C24
PCT - OIPE Exchange	Plaza 2-8C17
Group 320 (Tech 3700) (TC 4)	Plaza 2-5C24

Crystal Plaza 3	
Office	Location
Public Search Room	Plaza 3-1A01
File Information Unit	Plaza 3-1D01B
GISD	Plaza 3-2C02
PSSD	Plaza 3-2C04B
STIC	Plaza 3-2C08
Heath Unit-Patent	Plaza 3-3C07
Group 130 (Tech 1700) (TC 2)	Plaza 3-8C17
Group 150 (Tech 1700) (TC 2)	Plaza 3-8C17
Group 110 (Tech 1700) (TC 2)	Plaza 3-8C17

Crystal Plaza 4	
Office	Location
Foreign Patents Branch	Plaza 4-2C01
Petitions	Plaza 4-3C23
Law Library	Plaza 4-3C23
CRU/ReExam	Plaza 4-3D
Tech Center 2800	Plaza 4-3C24
Tech Center 2800	Plaza 4-3C32
Tech Center 2800	Plaza 4-4C23
Tech Center 2800	Plaza 4-5C23
Tech Center 2800	Plaza 4-6C23
Tech Center 2800	Plaza 4-7C23
Tech Center 2800	Plaza 4-8C24
Tech Center 2800	Plaza 4-9C23
Tech Center 2800	Plaza 4-10E09
Tech Center 2800	Plaza 4-11B11
Tech Center 2800	Plaza 4-11C22

Crystal Plaza 6	
Office	Location
OED	Plaza 6-1104

Crystal Park 1	
Office	Location
CIO-20 TEF	Park 1-106
Information Systems Security Center ISSD or SAT	Park 1-107
Fitness Center	Park 1-0111
Space Acquisition	Park 1-717
OPFM	Park 1-207
CIO-22 Web Services	Park 1-208A
Refund/Deposit/PMD	Park 1-307
WED	Park 1-601
Printing & Program Support	Park 1-605
Abandoned Files	Park 1-605
Office of Civil Rights (Box EEO)	Park 1-608
Space & Telecommunications (Facility Mgmt)	Park 1-609
Box JARS	Park 1-702
Employ & Labor Relations	Park 1-612
Administrative Services (OAS)	Park 1-617
Personnel (Box 3 & 171)	Park 1-707
Finance/(Box 17)	Park 1-802
CIO-23 ISCS (moved with procurement)	Park 1-804
Office of Corporate Planning	Park 1-807
Procurement (Box 6)	Park 1-810

Crystal Park 2	
Office	Location
Office of Public Affairs	Park 2-0100
CIO-16 TSD	Park 2-103
WED/CTC	Park 2-105
OLIA (Box 4)	Park 2-902
Deputy Under Secretary and Deputy Director	Park 2-904
OGC	Park 2-905
Under Secretary and Director (Commissioner's Office)	Park 2-906
Office of the Commissioner for Trademarks	Park 2-907
Chief Financial Officer and Chief Administrative Officer	Park 2-909
Commissioner for Patents	Park 2- 910
OPPC/Patent Control	Park 2-503
Solicitor (Box 8)	Park 2-714
CIO-10 CIO	Park 2-J1000
CIO-11 OSAE	Park 2-E1000
CIO-12 TPPS	Park 2-A1000
CIO-14 OAMD	Park 2-B1006
CIO-34 OSQE	Park 2-K1004
CIO-17 PSD	Park 2-1004
CIO-15 ONSO/1021	Park 2-1100
Tech Center 2700 (Pick up only)	Park 2-4W30
Tech Center 2700 (Pick up only)	Park 2-5C16
Tech Center 2700 (Pick up only)	Park 2-6W30
Tech Center 2700 (Pick up only)	Park 2-8C19
Tech Center 2700 (Pick up only)	Park 2-3B13
Tech Center 2700 (Pick up only)	Park 2-4W30

Crystal Park 3	
Office	Location
CIO-30 ODM	Park 3-310
CIO-31 OSDM	Park 3-315
CIO-33 DBAD	Park 3-420
CIO- OSDM 35/32	Park 3-420/49
OEIP/Office of Electro Info/OPTI	Park 3-441
AID Admin for Info Dissemination	Park 3-451
CPT/I Center for Patent & TM Info	Park 3-461
PTDLP	Park 3-481
SPPR (Strategic Planning & Patent Reeng)	Park 3-700
SIR	Park 3-702
Office of Info Systems	Park 3-704
Classification Operations/Box IPC	Park 3-902-B-3
EBC/CN	Park 3-903
Office of Patent Publications (Director)	Park 3-905
Drafting (Pick Up)	Park 3-905/B
Drafting (Drop Off)	Park 3-905/A
Publications Division	Park 3-910
Certificate of Corrections (Cases)	Park 3-915
Publication	Park 3-920

Crystal Park 5	
Office	Location
License & Review	Park 5-3W12
CIO-50	Park 5-150
Tech Center 3600	Park 5-2A16
Tech Center 3600	Park 5-3A30
GISD - Systems Integration, Inc. (SSI)	Park 5-402

South Tower Building	
Office	Location
Drop Off (ST mailroom & accounting) from PK to Accounting	ST-3 rd fl

Crystal Gateway 2	
Office	Location
Board of Appeals (Box Interference)	CG 2-10C01

Crystal Gateway 4	
Office	Location
OPR (Assignment, Certification, DSD, Copy Sales)	CG 4-334

Crystal Square 4	
Office	Location
Patent Academy/OPPD (Technical Support Inst)	CS 4-700

Crystal Mall 1	
Office	Location
Library-Bio-tech	CM-1 st FL
Group 120 (TC 1) (Tech 1600)	CM-1-7C14
Patent Re-Engineering Laboratory + (Group 190)	CM-1-600
OCS (Office of Classification Support)	CM-1-6C04
CQM (Chemical Quality Matrix)	CM-1-11th
Group 290 (TC 1) (Tech 1600)	CM-1-7C14
Group 180 (TC 1) (Tech 1600)	CM-1-7C14
Classifications Operations	CM-1-6C04